

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**TOXICOLOGIST MANAGER**

**JOB DESCRIPTION**

Employees in this job direct the work of professional toxicologists. The employee, under general supervision, works within general methods and procedures and exercises considerable independent judgment to adapt and apply the guidelines to specific situations, as needed. The work requires knowledge of the policies, procedures, and regulations of toxic substance assessment and control programs; supervisory techniques, and personnel policies and procedures.

There is one classification level in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

**Position Code Title - Toxicologist Manager 3**

**Toxicologist Manager 14**

The employee functions as a first-line professional manager of professional positions in a complex work area, as a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

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Maintains records, prepares reports, and composes correspondence relative to the work.

Formulates and recommends policy for toxic substances assessment and control activities.

Directs and participates in evaluation of the physical, chemical, and toxicological properties of chemical substances; assesses associated hazards.

Plans and develops environmental monitoring programs for toxic substances.

Directs the compilation, analysis, and interpretation of field and laboratory toxicological data and the preparation of related reports.

Plans and develops grant applications for funds to develop toxic substance assessment and control programs.

Directs the review of industrial and municipal environmental permits for toxic substance concerns and the development of emission and effluent limitations to protect the environment and human health.

Consults with other departments, universities, federal agencies, and the public regarding mutual toxic substance problems; advises others on matters related to toxic substances.

Conducts and attends meetings and conferences on related technical topics and issues.

Reviews related scientific literature and keeps abreast of technical developments.

Prepares periodic and special technical and scientific reports and articles.

Appears as an expert witness on the effects of toxic substances at hearings and court cases.

Plans, conducts, and documents formal assessments of the risks associated with the use and manufacture of chemicals.

Maintains records, prepares reports, and composes correspondence related to the work.

Performs related work appropriate to the classification as assigned.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

Thorough knowledge of the general principles, practices, and procedures of toxicology, biology, and chemistry.

Thorough knowledge of hazard assessment procedures.

Thorough knowledge of the relationships between the toxicological, physical, and chemical properties of chemicals.

Thorough knowledge of the application of statistical methods to research data in toxicology, chemistry, and biology.

Thorough knowledge of biological and chemical degradation processes.

Thorough knowledge of the laws and regulations pertaining to the management and control of chemicals.

Thorough knowledge of risk assessment procedures and applications.

Thorough knowledge of the procedures and techniques used in investigating toxic substances problems.

Thorough knowledge of the procedures and techniques used in correcting or mitigating toxic substance problems.

Thorough knowledge of computer technology applications to the management and analysis of toxic substances data.

Considerable knowledge of the analytical equipment and techniques used to identify environmental concentrations of toxic substances.

Some knowledge of general concepts pertaining to the environmental fate of chemicals.

Some knowledge of techniques used to treat or remove chemical substances from discharges and the environment at large.

Some knowledge of training and supervisory techniques.

Some knowledge of employee policies and procedures.

Some knowledge of equal employment opportunity and affirmative action policies and practices.

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Ability to use available scientific literature to obtain references and information on the physical, chemical, and toxicological properties of chemical substances.

Ability to apply knowledge of toxicology, biology, and chemistry to practical situations.

Ability to interpret tests, surveys, analytical results, toxic substance bioassays, and other scientific data.

Ability to compile toxicological, biological, and chemical data.

Ability to document information necessary for legal action against sources of toxic contamination.

Ability to interpret toxicological data to determine the potential impact of toxic chemicals on the environment and human health.

Ability to work with others as part of a scientific team.

Ability to write in a concise, easily understandable manner at both the technical and non-technical levels.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to communicate effectively.

Ability to maintain favorable public relations.

### **Working Conditions**

None.

### **Physical Requirements**

None.

### **Education**

Possession of a master's degree in toxicology, or a physical, biological or environmental science with 15 term hours (10 semester) in toxicology, 20 term hours (14 semester) in chemistry (including inorganic, organic and biochemistry) and 35 term (24 semester) hours in any combination of the following: physiology, histology, pathology, statistics, environmental science, microbiology, physical or environmental chemistry (in addition to the above indicated 20 term hours), anatomy, pharmacology, epidemiology, industrial hygiene, toxicology (in addition to the above indicated 15 term hours) or vertebrate biology or zoology.

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### Experience

#### Toxicologist Manager 14

Five years of experience in assessing and controlling the impact of toxic substances on human health and the environment equivalent to a Toxicologist in state service, including either three years of experience equivalent to a Toxicologist P11, OR, two years of experience equivalent to a Toxicologist 12 or Toxicology Specialist 12, OR one year of experience equivalent to a Toxicology Specialist 13.

### Special Requirements, Licenses, and Certifications

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

### Job Code

TOXICLMGR

### Job Code Description

Toxicologist Manager

### Position Title

Toxicologist Manager-3

### Position Code

TOXIMGR3

### Pay Schedule

NERE-121

ECP Group 3  
8/20/2000  
CMV/VLWT/MBK